



## Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room  
Main Campus

5:30 p.m.

March 16, 2023

### MEMBERS PRESENT:

Paul Napper, Chairman  
Christopher Lee, Vice Chairman (Zoom)  
Bobby Anderson, Secretary  
Andre McBride  
Willie Mae Muldrow  
Matthew Prince  
Ray Reich (Zoom)  
David Sanders  
Jennett Towles-Mickens  
Thoyd Warren

### COLLEGE STAFF:

Kevin Pollock, President  
Misty Hatfield, Vice President for Institutional Advancement  
Jeff Thomas, Vice President for Academic Affairs  
Beth Young, Vice President for Business Affairs  
Diana Reardon, Administrative Assistant to the President

### MEMBERS ABSENT:

Terry Hancock

The meeting was held in accordance with the *Freedom of Information Act, Chapter 4, Title 30, Code of Laws of South Carolina.*

### 1. CALL TO ORDER AND WELCOME – Paul Napper

Upon the establishment of a quorum, Chairman Napper welcomed everyone and called the March 16, 2023, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:30 p.m. Chairman Napper welcomed the new Sumter County Area Commissioner Mr. David Sanders.

Chairman Napper and Dr. Pollock presented a plaque to Janice Poplin for her 13 years of dedicated service to the college and commission.

Chairman Napper and Dr. Pollock recently attended the South Carolina Association of Technical College Commissioners Day of Learning event in Columbia. During the meeting, commissioners were recognized for their years of service. Mr. Warren, Mr. Lee and Ms. Towles-Mickens were unable to attend the event. Chairman Napper and Dr. Pollock presented Mr. Warren with his award for 5 years of service, Mr. Lee with his award for 15 years of service and Ms. Towles-Mickens with her award for 15 years of service.

### 2. INVOCATION

Mr. Napper delivered the invocation.

### 3. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the January 19, 2023, Area Commission meeting, as submitted. A **motion** was made by Mr. Warren and **seconded** by Mr. Anderson. There was no further discussion. The minutes were **unanimously approved**.

#### **4. CONSENT AGENDA – Paul Napper**

##### **4. A. REPORTS AND RECOMMENDATIONS**

Chairman Napper entertained a motion to approve, object, or remove for discussion, any of the following items in the Consent Agenda:

- 4. A. 1. **Institutional Advancement Report**
  - a) **Policy Revision, Directive 4.47**
  - b) **Policy Revision, Directive 4.48**
- 4. A. 2. **Academic Affairs Report**
- 4. A. 3. **Student Affairs Report**
- 4. A. 4. **Reaffirmation of Mission Statement**

Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Prince and **seconded** by Ms. Muldrow. After brief discussion, the **affirmative vote** was unanimous.

#### **5. FINANCE UPDATE – Beth Young**

##### **5. A. FINANCIAL STATEMENTS AS OF 2/28/2023**

Ms. Young referenced the Financial Statements as of 2/28/23 that was provided in the materials booklet. Our tuition revenue is above the Fiscal Year (FY) 23 budgeted amount which is largely due to the enrollment increase for fall and spring semesters. Ms. Young pointed out that our county allocation revenue is lower at this point in time in comparison to last year. We have received approximately 25% lower from Sumter county so far. The millage rate is the same as last year, so Ms. Young is assuming this is a timing issue. We will have a better idea of where we are at by the next commission meeting. The percentage may increase once spring enrollment finalizes. Our total expenditures are trending at the exact amounts as this time last year. Ms. Young anticipates that we should end under budget by the end of this fiscal year and be able to move approximately \$3M to our fund balance.

##### **5. B. CASH, DEPOSITS AND INVESTMENTS AS OF 2/28/2023**

Ms. Young referenced the Cash, Deposits and Investments as of 2/28/23 that was provided in the materials booklet. Ms. Young pointed out that last year at this point in time we had approximately \$13.8M, which means we have a 15% increase in our cash and operating investments over last year.

##### **5. C. FY24 PRELIMINARY BUDGET**

Ms. Young referenced the Fiscal Year 2024 Preliminary Budget Scenarios that was provided in the materials booklet. Based on current discussions and preliminary budget from the House Ways and Means committee, the Executive Leadership Team (ELT) has prepared a preliminary budget containing the following revenue and expenditure assumptions.

Revenue assumptions include:

- 10% decline in enrollment
  - We are unable to offer No Cost tuition for Associate Degree in Arts and Associate Degree in Science. We are currently waiting to hear if the State budget provides funding for No Cost tuition for our technical programs.
  - This is the best estimate of where we currently stand; we will be making a heavy push on the retention of our current students.
- Increase in State recurring funds, 4% of the \$15M tuition mitigation
  - There is a line item in the State budget for tuition mitigation. Colleges are being asked to not increase tuition again this year. We have not raised tuition over the past few years. There is a good bit of money being designated to the colleges, but the difficulty is that the

funding is not helpful to our operating budget. Last year's difficulty was in the State's partially funded mandates. For now, Dr. Pollock shared that we will hold off on any tuition increase discussion and closely monitor what the State's budget will be once it is finalized.

- Increase in State funds to cover 25% of the salary and benefit increases
- All other revenue sources remain flat as compared to FY22 forecast

Expenditure Assumptions include:

- \$2,500 increase for salaries \$83,000 or less, or a 3% increase in salaries above \$83,000
- 3.7% increase in benefit costs
- Other expenditures based on departmental requests
  - There was an additional \$84K in operating departmental budget requests this year. All of the departmental budget requests were reasonable. ELT will have departments look back over their requests to see where some additional funds could be lowered to help will the overages.

#### 5. D. HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) BONUS AWARD

Ms. Young shared that the college has received \$11,489,079 of HEERF relief dollars since the COVID-19 pandemic. Currently, American Rescue Plan funds are to expire on May 20, 2023, and the balance remaining is \$748,929.02. The funds are limited as to what it can be spent on. The college has already purchased items such as a new generator, rehaul of servers, new technology equipment, upgrades and more. We were able to use this funding for loss revenue in the past while enrollment was down. ELT is proposing to offer employees a bonus which would be awarded in the following manner: \$1,000 for full-time employees (approximately \$230,000) and \$500 for part-time employees (approximately \$73,000). The remaining HEERF funding can be used to record loss revenue for non-credit technical programs which will then roll into the operating fund balance. The college is still working on moving employees to at least the mid-point on the state salary pay scale. In the past two years, approximately 40 employees were moved to the correct pay band and their salaries were adjusted. We are also working to lower the faculty teaching load to help our faculty. ELT recognizes these issues and have been working to find ways to help, as well as find ways to reward our employees.

The following proposed motion was requested:

*"The Area Commission approves a bonus to be awarded to all full-time staff, excluding the Agency Head, of \$1,000 and all part-time staff, excluding student workers of \$500."*

Chairman Napper entertained a motion to **approve** the HEERF Bonus Award. A **motion** was made by Mr. Warren and **seconded** by Mr. Anderson. After brief discussion, the **affirmative vote** was unanimous.

#### 5. E. DIRECTIVE UPDATES

Ms. Young referenced two new directives that are being brought to the commission for review and approval.

Directive 5.11.01 Paid Parental Leave: On May 13, 2022, Governor Henry McMaster signed into law S. 11, which added Section 8-11-150 (A) and amends Section 8-11-155 of the South Carolina Code of Laws to provide six weeks of paid leave at one hundred percent of the eligible state employee's base pay or two weeks of paid leave at one hundred percent of the eligible state employee's base pay depending on the qualifying event. Qualifying events include the birth of a newborn biological child to an eligible state employee or after co-parent's birth of a newborn child or fostering a child in state custody or the initial legal placement of a child by adoption. To qualify for Paid Parental Leave (PPL), the adoption, birth or foster care placement must occur on or after October 1, 2022. This new directive puts in place for the college our policy and procedures to follow this new state law.

Chairman Napper entertained a motion to **approve** Directive 5.11.01 Paid Parental Leave. A **motion** was made by Mr. Prince and **seconded** by Ms. Muldrow. There was no further discussion. The **affirmative vote** as unanimous.

Directive 5.16 Employee Social Media: The changes to the policy include a name change along with policy change number within the State Board for Technical and Comprehensive Education (SBTCE). The policy mirrors that of SBTCE. This policy looks at items such as hate speech, cyber bullying, sexual harassment, cyber stalking all out on social media. The prior directive didn't include the social media piece. This would allow the college to address any issues that may arise within social media.

Chairman Napper entertained a motion to **approve** Directive 5.16 Employee Social Media. A **motion** was made by Mr. Lee and **seconded** by Mr. McBride. There was no further discussion. The **affirmative vote** was unanimous.

## 5. F. ACADEMIC STUDENT SERVICES BUILDING UPDATE

Ms. Young provided a brief update on the progress of the Academic and Student Services building. The Commission of Higher Education (CHE) approved Phase II up to \$39M for combining the two buildings at their March 2<sup>nd</sup> meeting. The next step is to present to the Joint Board Review Commission (JBRC) on March 22<sup>nd</sup>. The State Fiscal Accountability Authority (SFAA) meeting is scheduled for March 28<sup>th</sup>. We don't foresee any issues with getting approval. After we receive approval from JBRC and SFAA we can move forward with the design and development of the building. We should start seeing construction work begin around August of this year. Dr. Pollock shared that the college requested \$53M from the State for this upcoming year. The House, Ways and Means budget included \$10M for Sumter County, \$10M for Kershaw County and \$2.5M for Lee County. The \$10M line item for Sumter would allow us to have enough funds to cover the \$38M combined Academic and Student Service building since we were approximately \$7-8M short due to increased building costs. Of course, these amounts could fluctuate and change before the final budget is approved. Dr. Pollock will keep everyone updated if anything major happens before the next commission meeting.

## 6. COLLEGE REPORT – Kevin Pollock

Dr. Pollock asked Ms. Hatfield to provide an overview of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaccreditation process. Dr. Pollock plans to provide more details about the commission's role of the reaccreditation process at a future meeting, but wanted Ms. Hatfield to give an overview as a starting point.

Ms. Hatfield shared an overview of SACSCOC, their core values and what accreditation means. Some other highlights from Ms. Hatfield's presentation include:

- Area Commission Roles
  - To support and be familiar with the reaffirmation process
  - One or more members of the board may be asked to schedule time to talk directly with representatives of the On-site Reaffirmation Committee during the visit to campus in August 2025.
- Principles of Integrity
  - In order to be reaffirmed, institutions must be deemed compliant with the Principles of Integrity. There are several principles that relate to the governing board. Dr. Pollock plans to provide copies of the standards that relate to the commission.
  - Area Commission bylaws should be reviewed regularly to ensure compliance with these standards
- Per Diem Changes
  - ELT discovered at the SACSCOC annual meeting in December that any payment, no matter how small, for service of a board member is prohibited. Commission members have been receiving \$35 as a per diem for attending a college event or meeting, but we will no longer be able to do so moving forward. Reimbursement for mileage, meals and

other expenses is still allowed. Most commission members donate their per diem right to the Foundation. Every year, (4) \$500 scholarships are given to students due to commission members donating their per diem. Dr. Pollock encouraged commission members to consider giving to the Foundation to continue this scholarship.

Ms. Hatfield shared that the Foundation recently received a \$160K gift from the Kershaw Health Alliance to be used for healthcare. She also shared information about the upcoming Foundation feasibility study and mentioned that commission members may be asked for help in coordinating interviews.

Dr. Pollock provided a list of upcoming events at the college and encouraged commission members to attend when available.

In closing, Dr. Pollock shared that enrollment at the college has consistently been declining over the past several years apart from last year when enrollment started increasing again. However, when looking at it as a whole, there has been a 26% decline in enrollment from 2014-15 to 2021-22 for all students. Dr. Pollock pointed out that this is not unusual and there are other colleges out there that are losing a similar number of students. A main concern for Dr. Pollock is when we look at the enrollment decline by county. When looking at the change from 2014-15 to 2021-22 the decline in enrollment per county is as follows: 6% decline for Lee County, 15% decline for Kershaw County, 31% decline for Sumter County and 41% decline for Clarendon County. Dr. Pollock assigned Dr. Thomas, Ms. Bracken and Ms. Hatfield as a taskforce to look into county specific issues and report back to the commission. Dr. Pollock asked commission members to share with the group any suggestions or feedback for their respective counties.

#### **7. CHAIRMAN'S REPORT – Paul Napper**

Chairman Napper reiterated that he feels we are in a good position with funding from the State for this upcoming year. The amounts can fluctuate, but it's a good sign that we are at least in the budget. Chairman Napper shared that the college has received the second highest amount of funding from the State. Chairman Napper recognized Dr. Pollock's working relationship with Speaker of the House Murrell Smith.

#### **8. EXECUTIVE SESSION – Paul Napper**

There was no need for an executive session.

#### **9. OTHER MATTERS – Paul Napper**

There were no additional matters to discuss.

#### **10. ADJOURNMENT – Paul Napper**

There being no further business, Chairman Napper entertained a **motion, seconded** by Mr. Anderson to adjourn the Central Carolina Technical College Area Commission meeting at 6:58 p.m.

Respectfully submitted,

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Bobby Anderson, Secretary

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Diana Reardon, Recording Secretary